INFORMATION RESOURCES MANAGEMENT OFFICE (HCAJ5)

(1) Develops and coordinates CDC-wide plans and budgets for the management of information technology and services; (2) develops and recommends policies and procedures relating to information resources management and support services; (3) provides leadership in the implementation of policies and procedures to promote improved information management practices throughout CDC; (4) identifies CDC-wide information needs, and develops or stimulates the development of creative solutions to these needs; (5) designs, develops, catalogs, and manages data bases, including acquisition and use of external data bases, and information systems supporting CDC-wide functions; (6) maintains state-of-the-art expertise in information science and technology to promote the efficient and effective conduct of the CDC mission; (7) provides consultation, technical advice and assistance, and training in the selection and use of systems, and services to process information;(8) develops and coordinates the implementation of IRMO information security programs; (9) maintains liaison with HHS, PHS, and other Federal agencies on information resources management activities. (Approved: 11/10/2003)

Office of the Director (HCAJ51)

(1) Plans, directs, coordinates, and implements activities of the Information Resources Management Office (IRMO); (2) develops and coordinates CDC-wide plans and budgets for the management of information technology and services, including data processing, office automation, and telecommunications; (3) develops and recommends policies and procedures relating to information resources management and support services; (4) provides leadership in the implementation of policies and procedures to promote improved information management practices throughout CDC; (5) coordinates CDC-wide integrated ADP, office automation, and telecommunications networks; (6) maintains state-of-the-art expertise in information science and technology to promote the efficient and effective conduct of the CDC mission; (7) performs and coordinates research and development activities related to new information resources management technologies; (8) coordinates the design, development, and implementation of CDC-wide information resources management systems architecture; (9) identifies CDC-wide information needs, and develops or stimulates the development of creative Office solutions to these needs; (10) coordinates the provision of technical advice, assistance, and consultation in the selection and use of information technology, systems, and services; (11) develops and coordinates the implementation of IRMO information security programs; (12) provides administrative services to IRMO, as appropriate; (13) maintains liaison with HHS, PHS, and other Federal agencies on information resources management activities. (Approved: 7/25/2003)

Administrative and Program Services Activity (HCAJ512)

(1) Plans, coordinates, and provides administrative support and management assistance IRMO-wide in the areas of fiscal management, personnel, travel, training, contract administration, and other administrative services; (2) provides assistance in formulating, developing, negotiating, managing, and administering various IRMO and CDC-wide technology and service contracts; (3) coordinates, manages, and provides review and oversight of IRMO activities relating to all areas of acquisition, materiel management, and reimbursable agreements; (4) develops and implements administrative policies, procedures, and operations, as appropriate, for IRMO, and prepares special reports and studies as required in the administrative management areas; (5) maintains liaison with the staffs of other offices within the Office of Program Support and the administrative offices of the CIOs. (Approved: 7/25/2003)

CDC Information Center (HCAJ55)

(1) In collaboration with CDC Information Center users, CIOs, and external partners, plans, directs, develops, implements, promotes, disseminates, and evaluates CDC Information Center services and

products; (2) coordinates with all CDC Information Centers in the development of strategic plans, services, and products for all CDC Information Centers; (3) provides CDC-wide coordination for Web services and document management database applications; (4) provides comprehensive information and reference services for CDC scientists and the broader public health community by accessing print and electronic literature, Web products, and database services; (5) delivers training, expertise, consultation, and assistance in use of information services and products for CDC researchers and for the public health community; (6) plans and manages book and document delivery services including desktop delivery, photocopy, circulation, and interlibrary loan; (7) selects, organizes, and maintains print and electronic resources and collections to support information needs of CDC researchers and external partners; (8) plans and manages information systems to provide access to CDC information center holdings and other public health information resources; (9) provides consultation and technical assistance to other CDC organizations in planning, developing, and implementing information services and products; (10) coordinates the assessment of user needs and directs responses, including the development of new products and services, for user groups; (11) evaluates, develops, and selects new information technology for the management and dissemination of information services and products. (Approved: 7/25/2003)

Management Information Systems Branch (HCAJ53)

(1) In collaboration with other CDC organizations, plans, directs, develops, implements, supports, and evaluates CDC's centralized management information systems; (2) collaborates with CDC organizations to jointly develop, test, and implement CDC-wide management information systems; (3) coordinates the development of strategic plans for CDC-wide management information systems; (4) provides consultation and technical assistance to other CDC organizations in management information systems development, access to centralized management data, and system integration; (5) determines appropriate technology architecture and methodology for each centralized management information system; (6) maintains databases, inventories, and data dictionaries for CDC's administrative data; (7) determines needs and recommends approaches for developing systems and interfaces between various information technologies for sharing data and performing cooperative applications processing; (8) determines, in consultation with users and the systems security officer, applicable database and applications security measures in accordance with sensitivity and criticality of the data or system; (9) develops standards, quality assurance procedures, and guidelines for effective and efficient approaches to applications development and database management; (10) coordinates the provision of documentation, support, and training in the use of information systems purchased or developed by the Branch; (11) researches and develops new technologies and methodologies for management information system development and database management. (Approved: 7/25/2003)